

**DEPARTMENT OF ENERGY****Privacy Act of 1974; Amendment of Existing Systems of Records**

**AGENCY:** Department of Energy (DOE).

**ACTION:** Amendment of Existing Systems of Records.

**SUMMARY:** Federal Agencies are required by the Privacy Act of 1974 (Pub.L. 93-579, 5 U.S.C. 552a) to publish notice in the **Federal Register** of proposed amendments to the routine uses of existing systems of records. The Department of Energy proposes to amend twelve existing systems of records to permit disclosure to health studies advisory entities and disclosure for epidemiological and other health studies and surveys as a routine use of data contained in these systems. In certain of these systems, the proposed amended routine use disclosures will replace previously established routine uses pertaining to health studies so that these systems will reflect the Department's health studies program as it is currently constituted. The text of this notice itemizes the previously established routine uses and the proposed new routine uses for each of the twelve systems.

The systems of records to be amended are: DOE-01, DOE Personnel and General Employment Records; DOE-05, Personnel Records of Former Contractor Employees; DOE-13, Payroll and Leave Records; DOE-33, Personnel Medical Records; DOE-35, Personnel Radiation Exposure Records; DOE-36, Statistical Analysis Using Personnel Security Questionnaire (Health and Mortality Study); DOE-38, Occupational and Industrial Accident Records; DOE-40, Contractor Employees Insurance Claims; DOE-67, Participants in Experiments, Studies, and Surveys; DOE-71, The Radiation Accident Registry; DOE-72, The Department of Energy Radiation Study Registry; and DOE-73, The US-DTPA Registry.

**DATES:** The proposed revisions will become effective without further notice 40 days after publication in the **Federal Register** (August 7, 1995), unless comments are received on or before that date that would result in a contrary determination and a notice is published to that effect.

**ADDRESSES:** Written comments should be directed to the following address: Director, FOIA/Privacy Act Division, Office of Executive Secretariat, U.S. Department of Energy, HR-78, 1000 Independence Avenue, SW, Washington, DC 20585. Written comments will be available for

inspection at the above address between the hours of 9 a.m. and 4 p.m.

**FOR FURTHER INFORMATION CONTACT:** (1) Heather Stockwell, Acting Director, Office of Epidemiologic Studies, EH-62, U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874-1290, (301) 903-3721 or (2) GayLa D. Sessoms, Director, FOIA/Privacy Act Division, HR-78, U.S. Department of Energy, 1000 Independence Avenue SW, Washington, DC 20585, (202) 586-5955 or (3) Harold Halpern, Office of General Counsel, GC-80, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585, (202) 586-7406.

**SUPPLEMENTARY INFORMATION:** The Department proposes to amend the routine uses of twelve existing systems of records to permit information contained in those systems to be used in epidemiological studies and surveys. The text of this notice contains a description of each of these twelve systems of records, which was published by the National Archives and Records Administration's Office of the Federal Register in Volume I of the Federal Register's 1993 Privacy Act Issuances and Compilations. The text of this notice also includes the proposed new routine uses for each system of records.

The Department has established an epidemiology and health surveillance program to determine the health effects of the Department's activities on workers and populations having access, or in proximity, to the Department's facilities. Epidemiological studies are an important means of improving public health. They permit the scientific evaluation of the effects of exposure to potentially harmful materials by determining and quantifying health effects associated with such exposures. Health surveys, which are used to assess immediate health issues, are designed to discover the occupational source of outbreaks of illness, injury, or death, and to describe the extent of exposure to specific substances at a single point in time. Surveillance is used to identify new and emerging health problems by monitoring groups of workers, who have the same job or exposures, for changes in their illness and injury patterns over time.

Seven of these systems already have routine uses for epidemiological and health studies: DOE-5, DOE-35, DOE-36, DOE-67, DOE-71, DOE-72, DOE-73. The proposed amendments to the existing routine uses of these seven systems and the addition of these routine uses to the other five systems of records will assist the Department in

studying and monitoring individual and aggregate population health risks from exposures to radiation or other hazards that may have occurred as a result of the Department's operations and other energy related activities.

Pursuant to Memoranda of Understanding with the Department of Health and Human Services ("HHS"), 56 FR 9701, March 7, 1991, and the Agency for Toxic Substances and Disease Registry ("ATSDR"), October 10, 1990, studies, surveys and surveillances will be conducted by units of the Public Health Service, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention (CDC), and ATSDR, their contractors, grantees, and cooperative agreement holders.

The studies are focussed on a variety of areas that are important for assessing the real and potential health risks to workers and the public resulting from the Department's energy-related technologies and activities. The studies should provide information that is necessary for long-range energy planning pursuant to continued development of the national energy strategy. The health studies include all Department facilities and workers, including contractor employees, and other special populations that have relevance to the Department's mission. States also may perform studies as the Department's or the Department of Health and Human Services' contractors, grantees, or cooperative agreement holders.

The proposed additional routine uses to the twelve systems are:

(1) A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

(2) Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees,

participants in cooperative agreements, collaborating researchers, or their employees in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state, and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

(3) A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities, and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

The proposed amendments should not have adverse privacy consequences. Health studies tend to benefit persons in the studied populations by identifying possible toxic agents. Individuals are never identified in published studies and the studies are not used to support determinations concerning any individual's rights, benefits, or privileges.

Furthermore, privacy interests will be protected by a number of means. As a condition of releasing individually identifiable information for studies, surveys or surveillances conducted for DOE, persons conducting studies will be required to: (1) Keep personal information confidential; (2) use personal information only for purposes of studies in which there is no publication of the identity of any individual subject; (3) consult with DOE

prior to any release of personally identifiable information obtained from DOE; (4) establish reasonable administrative, technical and physical safeguards to prevent unauthorized use or disclosure of the record; (5) make no further use or disclosure of the record except (a) in emergency circumstances affecting the health or safety of any individual, (b) for use in another research project under these same conditions and with written authorization of the Department, (c) for disclosure to an authorized person for the purpose of an audit related to the research project, and (d) when required by law. Additionally, the Department will secure a written statement attesting to the recipient's understanding of, and willingness to abide by, these provisions. The provisions in this paragraph apply to DOE collaborating researchers, not those studies being performed by the Department of Health and Human Services.

Privacy safeguards are in place regarding the studies to be conducted pursuant to the Memoranda of Understanding with Department of Health and Human Services or its components. Department of Health and Human Services has agreed: (1) Not to use or disclose any personally-identifiable information obtained from DOE or its contractors and grantees except for research purposes or other public health activities required by law; (2) not to use information in identifiable form to make any determination about the rights, benefits, or privileges of any individual; (3) to use and disclose information in accord with agreements under which the personally-identifiable information was obtained by the Department or its contractors, provided such use or disclosure is consistent with applicable law; (4) to notify the Department of any efforts to use or obtain personally-identifiable information for purposes other than research or other public health activities required by law; (5) to use and take appropriate steps to prevent improper disclosure; (6) to establish or modify Privacy Act systems of records broadening the "Categories of Individuals" section to specifically address information provided by DOE, as necessary, and consult with the Department concerning provisions of Privacy Act systems of records notices. Additionally, Department of Health and Human Services requires its contractors, grantees, and cooperative agreement holders performing epidemiological studies and other public health activities to abide by conditions similar

to those imposed by the Department, as described in this paragraph.

The types of records needed will be determined by the design and goals of each particular study. Examples of possible types of data needed from the twelve systems of records include, questionnaires, demographic information, work history, medical and reproductive history, birth data, radiation and other exposure history, laboratory test results, data from prior health studies, surveys, and surveillances; and alcohol and tobacco use history. Data of this type are found in records such as health study or personnel files and lists, training files, medical records, legal case files, bioassay records, industrial hygiene files, radiation and other hazard exposure records, occupational and industrial accident records, employee medical insurance claims, personnel security clearance questionnaires, and employee and visitor access control records.

In 1989, the Department published a proposed establishment of two routine uses for DOE-5, DOE-33, DOE-35, DOE-71, DOE-72, and DOE-73 (54 FR 47808 dated November 17, 1989). The two proposed routine uses were published as follows: (1) "A record from this system of records may be disclosed to researchers for the purpose of conducting an epidemiological study of workers at a DOE facility if their proposed studies have been reviewed by the National Academy of Sciences and deemed appropriate for such access. A researcher granted access to these records shall be required to sign an agreement to protect the confidentiality of the data and be subject to the same restrictions applicable to DOE officers and employees under the Privacy Act." (2) "A record from this system of records may be disclosed to a member of an advisory committee for purposes of conducting a review of the DOE's epidemiologic program. Members of an advisory committee who obtain access to the records shall be subject to the same restrictions applicable to DOE officers and employees under the Privacy Act." The Department received comments to the contrary on the proposed routine uses, but did not publish a response to the comments. This notice eliminates the above-mentioned routine uses and proposes to establish new routine uses for the twelve systems of records for the purposes of performing epidemiological studies.

The Department is submitting the report required by Office of Management and Budget Circular A-130 concurrently with the publication of

this notice. The text of this notice contains the information required by section (e)(4)(d) of the Privacy Act, 5 U.S.C. 552a(e)(4)(d).

Issued in Washington, DC this 19th day of June, 1995.

**Thomas T. Tamura,**

*Principal Deputy Assistant Secretary for Human Resources and Administration.*

#### DOE-1

##### SYSTEM NAME:

DOE Personnel and General Employment Records.

##### SYSTEM LOCATION:

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545  
 U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400  
 U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003  
 U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208  
 U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439  
 U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401  
 U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567  
 U.S. Department of Energy, Headquarters, Washington, DC 20585  
 U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401  
 U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880, Morgantown, WV 26507-0880  
 U.S. Department of Energy, Nevada Operations Office, PO Box 98518, Las Vegas, NV 89193-8518  
 U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831  
 U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-52019  
 U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342  
 U.S. Department of Energy, Pittsburgh Energy Technology Center, PO Box 10940, Pittsburgh, PA 15236-0940  
 U.S. Department of Energy, Pittsburgh Naval Reactors, PO Box 109, West Mifflin, PA 15122-0109  
 U.S. Department of Energy, Richland Operations Office, 825 Jadwin

Avenue, PO Box 550, Richland, WA 99352

U.S. Department of Energy, Rocky Flats Office, PO Box 928, Golden, CO 80402-0928

U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801

U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301

U.S. Department of Energy, Southeastern Power Administration, Samuel Elbert Building, Public Square, Elberton, GA 30635

U.S. Department of Energy, Southwestern Power Administration, PO Box 1619, Tulsa, OK 74101

U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123

U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former employees, consultants, board members, and applicants (only to the extent they are considered for competitive selection), specifically including all such personnel of the Federal Energy Regulatory Commission.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number, sex, grade level, occupational code, Official Personnel Folders (SF-66), Service Record Cards (SF-7), records on suggestions and awards, training request and authorization data, training course evaluation statements, appraisals resulting from annual supervisor-employee review, pay requests and dispositions, reduction in-force registers (including associated records of competitive levels and competitive areas), reemployment and repromotion priority lists, retirement-associated eligibility and calculations, records on competitive selections (Form 178, Standard Form 39, and supporting documents), central copy of approved position descriptions, correspondence related to and copies of employee appeals, grievances, and complaints, including records of hearings or examiners reports, lists of separated employees, correspondence from employees requesting transfer or reassignment, average grade data, minority group code, data related to and derived from the Payroll/Personnel System (PAY/PERS) and Energy, Manpower and Personnel Reporting Information System (EMPRIS).

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

3. A record from this system of record may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

5. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 CFR 50.2.

6. A record maintained by this agency to carry out its functions may be

disclosed to foreign governments in accordance with treaty obligations.

7. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

8. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

9. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

10. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

11. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

12. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as

a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

13. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records, computer printouts, punched cards, magnetic tape and disk, and microfilm.

**RETRIEVABILITY:**

By name and social security number.

**SAFEGUARDS:**

Records are maintained in locked file cabinets in controlled access rooms. Computerized records are maintained in the DOE computer center with access limited to those with a need-to-know.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General

Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Director, Office of Personnel, HR-32, 1000 Independence Avenue, SW., Washington, DC 20585.

Field Offices: The managers and directors of personnel in the locations where the records are maintained are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate Field Office; in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, and, if appropriate, the geographic location(s) and organization(s) where requester believes such record may be located, social security number, date of birth, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual, supervisors, other Government agencies, former employers, and references provided by subject individual.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Secretary has exempted this system from subsection (c)(3), (d), (e)(1), (e)(4), (G), (H), (I) and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a (k)(2), and (6).

**DOE-5**

**SYSTEM NAME:**

Personnel Records of Former Contractor Employees.

**SYSTEM LOCATION:**

U.S. Department of Energy,  
Albuquerque Operations Office, PO  
Box 5400, Albuquerque, NM 87115

U.S. Department of Energy, Chicago  
Operations Office, 9800 South Cass  
Avenue, Argonne, IL 60439

U.S. Department of Energy, Idaho  
Operations Office, 785 DOE Place,  
Idaho Falls, ID 83402

U.S. Department of Energy, Nevada  
Operations Office, PO Box 98518, Las  
Vegas, NV 89193-8518

U.S. Department of Energy, Oakland  
Operations Office, 1301 Clay Street,  
Oakland, CA 94612-52019

U.S. Department of Energy, Oak Ridge  
Operations Office, PO Box E, Oak  
Ridge, TN 37830

U.S. Department of Energy, Pittsburgh  
Naval Reactors, PO Box 109, West  
Mifflin, PA 15122-0109

U.S. Department of Energy, Richland  
Operations Office, 825 Jadwin  
Avenue, PO Box 550, Richland, WA  
99352

U.S. Department of Energy, Savannah  
River Operations Office, PO Box A,  
Aiken, SC 29801

U.S. Department of Energy, Schenectady  
Naval Reactors Office, PO Box 1069,  
Schenectady, NY 12301

U.S. Department of Energy,  
Southeastern Power Administration,  
Samuel Elbert Building, Public  
Square, Elberton, GA 30635

U.S. Department of Energy,  
Southwestern Power Administration,  
PO Box 1619, Tulsa, OK 74101

U.S. Department of Energy, Western  
Area Power Administration, PO Box  
3402, Golden, CO 80401

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Former contractor employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, employment history, earnings, medical history, and other related information.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Routine uses of records include employment history verification, radiation exposure records for medical and litigation purposes, and issuance of clearances.

1. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the

appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

5. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations at 28 CFR 50.2.

6. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

7. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

8. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance

of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

9. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

10. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

11. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

12. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and

local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

13. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records.

**RETRIEVABILITY:**

By name.

**SAFEGUARDS:**

Records are maintained in locked or guarded buildings.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Director, Office of Contractor Human Resource Management, HR-524 U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585

Field Offices: The managers and directors of personnel in the locations

where the records are maintained are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field office in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, the geographic location(s) and organization(s) where requester believes such record may be located, date of birth, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual's employer.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-13**

**SYSTEM NAME:**

Payroll and Leave Records.

**SYSTEM LOCATION:**

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545  
U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400  
U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003  
U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208  
U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439  
U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401  
U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567  
U.S. Department of Energy, Headquarters, Washington, DC 20585  
U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401

U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880, Morgantown, WV 26507-0880  
U.S. Department of Energy, Nevada Operations Office, PO Box 98518, Las Vegas, NV 89193-8518  
U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831  
U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-52019  
U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342  
U.S. Department of Energy, Pittsburgh Energy Technology Center, PO Box 10940, Pittsburgh, PA 15236-0940  
U.S. Department of Energy, Pittsburgh Naval Reactors, PO Box 109, West Mifflin, PA 15122-0109  
U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, PO Box 550, Richland, WA 99352  
U.S. Department of Energy, Rocky Flats Office, PO Box 928, Golden, CO 80402-0928  
U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801  
U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301  
U.S. Department of Energy, Southeastern Power Administration, Samuel Elbert Building, Public Square, Elberton, GA 30635  
U.S. Department of Energy, Southwestern Power Administration, PO Box 1619, Tulsa, OK 74101  
U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123  
U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

DOE personnel and consultants, specifically including personnel and consultants of the Federal Energy Regulatory Commission.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Time and attendance records, earning records, payroll actions, deduction information requests, authorizations for overtime, and night differential, and Office of Personnel Management retirement records.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. Treasury Department—To collect withheld taxes, print payroll checks and issue savings bonds.

2. Internal Revenue Service—To process Federal income tax.

3. State and Local Governments—To process state and local income tax processing.

4. Office of Personnel Management—Retirement records and benefits.

5. Social Security Administration—Social Security records and benefits.

6. Department of Labor—To process Workmen's Compensation claims.

7. Department of Defense—Military Retired Pay Offices—To adjust Military Retirement.

8. Savings Institutions—To credit accounts for savings made through payroll deductions.

9. Employee Unions—To credit accounts for employees with union dues deductions.

10. Health Insurance Carriers—To process insurance claims.

11. General Accounting Office—Audit—To verify accuracy and legality of disbursement.

12. Veterans' Administration—To evaluate veteran's benefits to which the individual may be entitled.

13. States' Departments of Employment Security—To determine entitlement to unemployment compensation or other state benefits.

14. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

15. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

16. A record from this system of record may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other

benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

17. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

18. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 CFR 50.2.

19. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

20. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

21. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

22. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

23. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect

upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

24. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health, of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

25. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

26. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required



to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records, punched cards, magnetic tape and disc, and microfiche.

**RETRIEVABILITY:**

By name, social security number, and payroll number.

**SAFEGUARDS:**

Access to magnetic tapes and disc files is controlled through established DOE computer center procedures (personnel screening and physical security). Paper records are maintained in locked cabinets and desks. Access to any record is on a need-to-know basis.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Office of the Chief Financial Officer, CR-1, 1000 Independence Avenue, SW., Washington, DC 20585.

Field Offices: The managers and directors of field locations are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field location; in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, social security number, location(s) of employment, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual, supervisors, timekeepers, official personnel records, and the IRS.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-33**

**SYSTEM NAME:**

Personnel Medical Records.

**SYSTEM LOCATION:**

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545  
 U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400  
 U.S. Department of Energy, Allied-Signal, Kansas City Division, PO Box 419159, Kansas City, MO 64141  
 U.S. Department of Energy, Amarillo Area Office, PO Box 30030, Amarillo, TX 79120-0030  
 U.S. Department of Energy, Ames Laboratory, Iowa State University, Ames, Iowa 50011  
 U.S. Department of Energy, Argonne Area Office, 9800 South Cass Avenue, Argonne, IL 60439  
 U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003  
 U.S. Department of Energy, Batavia Area Office, PO Box 2000, Batavia, IL 60510  
 U.S. Department of Energy, Bettis Atomic Power Laboratory, PO Box 79, Pittsburgh, PA 15122-0079  
 U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208  
 U.S. Department of Energy, Brookhaven Area Office, 53 Bell Avenue, Bldg 464, Upton, NY 11973  
 U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439  
 U.S. Department of Energy, Continuous Electron Beam Accelerator Facility, 12000 Jefferson Avenue, Newport News, Virginia 23606  
 U.S. Department of Energy, Dayton Area Office, PO Box 66, Miamisburg, OH 45342-0066  
 U.S. Department of Energy, EG&G Mound Applied Technologies, PO Box 3000, Miamisburg, Ohio 45343-3000  
 U.S. Department of Energy, Environmental Measurements

Laboratory, 376 Hudson Street, New York, NY 10014-3621  
 U.S. Department of Energy, Fermi National Accelerator Laboratory, PO Box 500, Batavia, Illinois 60510  
 U.S. Department of Energy, Fernald Environmental Restoration Management Corporation, PO Box 398704, Cincinnati, Ohio 45239-8704  
 U.S. Department of Energy, Fernald Field Office, 7400 Willey Road, Cincinnati, OH 45030  
 U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401  
 U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567  
 U.S. Department of Energy, Headquarters, Washington, DC 20585  
 U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401  
 U.S. Department of Energy, Inhalation Toxicology Research Institute, PO Box 5890, Albuquerque, New Mexico 87185  
 U.S. Department of Energy, Kansas City Area Office, PO Box 410202, Kansas City, MO 64141-0202  
 U.S. Department of Energy, Kirtland Area Office, PO Box 5400, Albuquerque, NM 87185-5400  
 U.S. Department of Energy, Knolls Atomic Power Laboratory, PO Box 1072, Schenectady, NY 12301  
 U.S. Department of Energy, Lawrence Livermore National Laboratory, PO Box 808, Livermore, California 94551  
 U.S. Department of Energy, Lawrence Berkeley Laboratory, One Cyclotron Road, Building 26, Room 143, Berkeley, California 94720  
 U.S. Department of Energy, Los Alamos Area Office, 528 35th Street, Los Alamos, NM 87544  
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., Y-12 Plant, PO Box 2009, Oak Ridge, Tennessee 37831-8103  
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., K-25 Plant, PO Box 2003, Oak Ridge, Tennessee 37831-7422  
 U.S. Department of Energy, MK Ferguson of Oak Ridge Company, PO Box 2011, Oak Ridge, Tennessee 37831-2011  
 U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880, Morgantown, WV 26507-0880  
 U.S. Department of Energy, National Institute for Petroleum and Energy Research, BDM-Oklahoma, Inc., PO Box 2565, Bartlesville, Oklahoma 74005  
 U.S. Department of Energy, National Renewable Energy Laboratory Area



Office, 1617 Cole Boulevard, Golden, CO 80401-3393

U.S. Department of Energy, Naval Petroleum and Oil Shale Reserves, 907 N. Poplar, Suite 150, Casper, WY 82601

U.S. Department of Energy, Naval Petroleum Reserves in California, 28590 Highway 119, PO Box 11, Tupman, CA 93276

U.S. Department of Energy, Naval Reactors Representative Office, Naval Base Branch Post Office, General Delivery, Charleston Naval Shipyard, Charleston, SC 29408-5615

U.S. Department of Energy, Naval Reactors Representative Office, PO Box 7021, Groton, CT 06340

U.S. Department of Energy, Naval Reactors Representative Office, Mare Island Naval Shipyard, PO Box 2053, Vallejo, CA 94592

U.S. Department of Energy, Naval Reactors Representative Office, Newport News Shipbuilding & Dry Dock Company, PO Box 973, Newport News, VA 23607

U.S. Department of Energy, Naval Reactors Representative Office, Norfolk Naval Shipyard, PO Box 848, Portsmouth, VA 23705-0848

U.S. Department of Energy, Naval Reactors Representative Office, Pearl Harbor Naval Shipyard, PO Box 128, Pearl Harbor, HI 96860

U.S. Department of Energy, Naval Reactors Representative Office, Portsmouth Naval Shipyard, Naval Base Branch, PO Box 2008, Portsmouth, NH 03801-2008

U.S. Department of Energy, Naval Reactors Representative Office, Puget Sound Naval Shipyard Substation, PO Box 1A, Bremerton, WA 98314

U.S. Department of Energy, Nevada Test Site, Mercury, Mercury, NV 89023

U.S. Department of Energy, Nevada Operations Office, PO Box 98518, Las Vegas, NV 89193-8518

U.S. Department of Energy, New Brunswick Laboratory, 9800 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831

U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-52019

U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342

U.S. Department of Energy, Phoenix Area Office, PO Box 6457, Phoenix, AZ 85005

U.S. Department of Energy, Pinellas Area Office, PO Box 2900, Largo, FL 34649

U.S. Department of Energy, Pittsburgh Naval Reactors Office, PO Box 109, West Mifflin, PA 15122-0109

U.S. Department of Energy, Pittsburgh Energy Technology Center, PO Box 10940, Pittsburgh, PA 15236-0940

U.S. Department of Energy, Plasma Physics Laboratory, James Forrestal Campus, Princeton University, PO Box 451, Princeton, New Jersey 08543

U.S. Department of Energy, Portsmouth Enrichment Office, PO Box 700, Piketon, OH 45661

U.S. Department of Energy, Princeton Area Office, PO Box 102, Princeton, NJ 08542

U.S. Department of Energy, Radiological and Environmental Sciences Laboratory, 785 DOE Place, Idaho Falls, ID 83402

U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, PO Box 550, Richland, WA 99352

U.S. Department of Energy, Rocketdyne—Rockwell Aerospace, 6633 Canoga Avenue, PO Box 7922, Department 056 EA08, Canoga Park, California 91309-7922

U.S. Department of Energy, Rocky Flats Office, PO Box 928, Golden, CO 80402-0928

U.S. Department of Energy, Sandia National Laboratories, PO Box 5800, Albuquerque, NM 87115

U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801

U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301

U.S. Department of Energy, Southeastern Power Administration, Samuel Elbert Building, Public Square, Elberton, GA 30635

U.S. Department of Energy, Southwestern Power Administration, PO Box 1619, Tulsa, OK 74101

U.S. Department of Energy, Stanford Linear Accelerator Center, PO Box 4349, Stanford, California 94309

U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123

U.S. Department of Energy, Waste Isolation Pilot Plant, Westinghouse Electric Company, Waste Isolation Division, PO Box 2078, Carlsbad, New Mexico 88220

U.S. Department of Energy, Weldon Spring Site Remedial Action Project, 7295 Highway 94 South, St. Charles, Missouri 63304

U.S. Department of Energy, West Valley Nuclear Service Company, Inc., 10282 Rock Springs Road, PO Box 191, MS: F, West Valley, New York 14171

U.S. Department of Energy, Waste Isolation Pilot Project Office, PO Box 3090, Carlsbad, NM 88221

U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401

U.S. Department of Energy, Westinghouse Electric Corporation, Bettis Atomic Power Laboratory, Naval Reactors Facility, PO Box 2068, Idaho Falls, ID 83403-2068

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former DOE employees and DOE contractor employees. This system includes individuals admitted to or treated at Kadlec Hospital, Richland, prior to September 9, 1956.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Medical histories on employees resulting from medical examination and radiation exposure. In cases of injury, description of injury occurrence and treatment. In addition, medical records of periodic physical examinations and psychological testing, blood donor program records, audiometric testing, routine first aid, and other visits. Also, hospital in-patients at Kadlec Hospital. Records kept on the results of work place and medical monitoring of individuals for exposure to chemical and physical agents (not covered in DOE-35) and related work history data.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Physicians, U.S. Department of Labor, various state departments of labor and industry groups, and contractors use information (a) to ascertain suitability of an employee for job assignments with regard to health, (b) to provide benefits under Federal programs or contracts, and (c) to maintain a record of occupational injuries or illnesses and the performance of regular diagnostic and treatment services to patients.
2. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
3. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such

as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

4. A record from this system of record may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

5. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

6. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 CFR 50.2.

7. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

8. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

9. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

10. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance

from the member with respect to the subject matter of the record.

11. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

12. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

13. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy,

and to disclose or use personally identifiable information only for the above described research purposes.

14. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Computer printouts, magnetic tape, paper, computer disc, and microfilm.

**RETRIEVABILITY:**

By name, social security number, and plant area.

**SAFEGUARDS:**

Active records are maintained in locked file cabinets in locked buildings. Inactive records are maintained in locked storage vaults.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Assistant Secretary for Environment, Safety, Health, EH-1, Washington, DC 20585.

Field Offices: The managers and directors of field locations where the records are maintained are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy

Act Officer at the appropriate field office in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Applicable location or locations where individual is or was employed, full name or where requester believes such record may be located, social security number, employer(s), and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The individual who is the subject of the record, physicians, medical institutions, Office of Workers Compensation Programs, military retired pay systems records, Federal civilian retirement systems, Office of Personnel Management retirement life insurance and health benefits records system, and the Office of Personnel Management personnel management records systems.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-35**

**SYSTEM NAME:**

Personnel Radiation Exposure Records.

**SYSTEM LOCATION:**

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545  
U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400  
U.S. Department of Energy, Allied-Signal, Kansas City Division, PO Box 419159, Kansas City, MO 64141  
U.S. Department of Energy, Amarillo Area Office, PO Box 30030, Amarillo, TX 79120-0030  
U.S. Department of Energy, Ames Laboratory, Iowa State University, Ames, Iowa 50011  
U.S. Department of Energy, Argonne Area Office, 9800 South Cass Avenue, Argonne, IL 60439  
U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003  
U.S. Department of Energy, Batavia Area Office, PO Box 2000, Batavia, IL 60510

U.S. Department of Energy, Bettis Atomic Power Laboratory, PO Box 79, Pittsburgh, PA 15122-0079  
U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208  
U.S. Department of Energy, Brookhaven Area Office, 53 Bell Avenue, Bldg 464, Upton, NY 11973  
U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439  
U.S. Department of Energy, Continuous Electron Beam Accelerator Facility, 12000 Jefferson Avenue, Newport News, Virginia 23606  
U.S. Department of Energy, Dayton Area Office, PO Box 66, Miamisburg, OH 45342-0066  
U.S. Department of Energy, EG&G Mound Applied Technologies, PO Box 3000, Miamisburg, Ohio 45343-3000  
U.S. Department of Energy, Environmental Measurements Laboratory, 376 Hudson Street, New York, NY 10014-3621  
U.S. Department of Energy, Fermi National Accelerator Laboratory, PO Box 500, Batavia, Illinois 60510  
U.S. Department of Energy, Fernald Environmental Restoration Management Corporation, PO Box 398704, Cincinnati, Ohio 45239-8704  
U.S. Department of Energy, Fernald Field Office, 7400 Willey Road, Cincinnati, OH 45030  
U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401  
U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567  
U.S. Department of Energy, Headquarters, Washington, DC 20585  
U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401  
U.S. Department of Energy, Inhalation Toxicology Research Institute, PO Box 5890, Albuquerque, New Mexico 87185  
U.S. Department of Energy, Kansas City Area Office, PO Box 410202, Kansas City, MO 64141-0202  
U.S. Department of Energy, Kirtland Area Office, PO Box 5400, Albuquerque, NM 87185-5400  
U.S. Department of Energy, Knolls Atomic Power Laboratory, PO Box 1072, Schenectady, NY 12301  
U.S. Department of Energy, Lawrence Livermore National Laboratory, PO Box 808, Livermore, California 94551  
U.S. Department of Energy, Lawrence Berkeley Laboratory, One Cyclotron Road, Building 26, Room 143, Berkeley, California 94720

U.S. Department of Energy, Los Alamos Area Office, 528 35th Street, Los Alamos, NM 87544  
U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., Y-12 Plant, PO Box 2009, Oak Ridge, Tennessee 37831-8103  
U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., K-25 Plant, PO Box 2003, Oak Ridge, Tennessee 37831-7422  
U.S. Department of Energy, MK Ferguson of Oak Ridge Company, PO Box 2011, Oak Ridge, Tennessee 37831-2011  
U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880 Morgantown, WV 26507-0880  
U.S. Department of Energy, National Institute for Petroleum and Energy Research, BDM-Oklahoma, Inc., PO Box 2565, Bartlesville, Oklahoma 74005  
U.S. Department of Energy, National Renewable Energy Laboratory Area Office, 1617 Cole Boulevard, Golden, CO 80401-3393  
U.S. Department of Energy, Naval Petroleum and Oil Shale Reserves, 907 N. Poplar, Suite 150, Casper, WY 82601  
U.S. Department of Energy, Naval Petroleum Reserves in California, 28590 Highway 119, PO Box 11, Tupman, CA 93276  
U.S. Department of Energy, Naval Reactors Representative Office, Naval Base Branch Post Office, General Delivery, Charleston Naval Shipyard, Charleston, SC 29408-5615  
U.S. Department of Energy, Naval Reactors Representative Office, PO Box 7021, Groton, CT 06340  
U.S. Department of Energy, Naval Reactors Representative Office, Mare Island Naval Shipyard, PO Box 2053, Vallejo, CA 94592  
U.S. Department of Energy, Naval Reactors Representative Office, Newport News Shipbuilding & Dry Dock Company, PO Box 973, Newport News, VA 23607  
U.S. Department of Energy, Naval Reactors Representative Office, Norfolk Naval Shipyard, PO Box 848, Portsmouth, VA 23705-0848  
U.S. Department of Energy, Naval Reactors Representative Office, Pearl Harbor Naval Shipyard, PO Box 128, Pearl Harbor, HI 96860  
U.S. Department of Energy, Naval Reactors Representative Office, Portsmouth Naval Shipyard, Naval Base Branch, PO Box 2008, Portsmouth, NH 03801-2008  
U.S. Department of Energy, Naval Reactors Representative Office, Puget Sound Naval Shipyard Substation, PO Box 1A, Bremerton, WA 98314

U.S. Department of Energy, Nevada Test Site, Mercury, Mercury, NV 89023

U.S. Department of Energy, Nevada Operations Office, PO Box 98518, Las Vegas, NV 89193-8518

U.S. Department of Energy, New Brunswick Laboratory, 9800 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831

U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-52019

U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342

U.S. Department of Energy, Phoenix Area Office, PO Box 6457, Phoenix, AZ 85005

U.S. Department of Energy, Pinellas Area Office, PO Box 2900, Largo, FL 34649

U.S. Department of Energy, Pittsburgh Naval Reactors Office, PO Box 109, West Mifflin, PA 15122-0109

U.S. Department of Energy, Pittsburgh Energy Technology Center, PO Box 10940, Pittsburgh, PA 15236-0940

U.S. Department of Energy, Plasma Physics Laboratory, James Forrestal Campus, Princeton University, PO Box 451, Princeton, New Jersey 08543

U.S. Department of Energy, Portsmouth Enrichment Office, PO Box 700, Piketon, OH 45661

U.S. Department of Energy, Princeton Area Office, PO Box 102, Princeton, NJ 08542

U.S. Department of Energy, Radiological and Environmental Sciences Laboratory, 785 DOE Place, Idaho Falls, ID 83402

U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, PO Box 550, Richland, WA 99352

U.S. Department of Energy, Rocketdyne—Rockwell Aerospace, 6633 Canoga Avenue, PO Box 7922, Department 056 EA08, Canoga Park, California 91309-7922

U.S. Department of Energy, Rocky Flats Office, PO Box 928, Golden, CO 80402-0928

U.S. Department of Energy, Sandia National Laboratories, PO Box 5800, Albuquerque, NM 87115

U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801

U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301

U.S. Department of Energy, Southeastern Power Administration, Samuel Elbert Building, Public Square, Elberton, GA 30635

U.S. Department of Energy, Southwestern Power Administration, PO Box 1619, Tulsa, OK 74101

U.S. Department of Energy, Stanford Linear Accelerator Center, PO Box 4349, Stanford, California 94309

U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123

U.S. Department of Energy, Waste Isolation Pilot Plant, Westinghouse Electric Company, Waste Isolation Division, PO Box 2078, Carlsbad, New Mexico 88220

U.S. Department of Energy, Weldon Spring Site Remedial Action Project, 7295 Highway 94 South, St. Charles, Missouri 63304

U.S. Department of Energy, West Valley Nuclear Service Company, Inc., 10282 Rock Springs Road, PO Box 191, MS: F, West Valley, New York 14171

U.S. Department of Energy, Waste Isolation Pilot Project Office, PO Box 3090, Carlsbad, NM 88221

U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401

U.S. Department of Energy, Westinghouse Electric Corporation, Bettis Atomic Power Laboratory, Naval Reactors Facility, PO Box 2068, Idaho Falls, ID 83403-2068

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Department of Energy employees and contractor employees, and any other persons having access to certain DOE facilities.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

U.S. Department of Energy and contractor personnel and other individuals' radiation exposure records, and other records, in connection with registries of uranium, transuranics, or other elements encountered in the nuclear industry.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. U.S. Navy uses these records to monitor radiation exposure of Naval and other personnel.
2. Nuclear Regulatory Commission uses these records to monitor radiation exposure of DOE contractor personnel.
- U.S. Department of Energy and its contractors and consultants, other contractors, and organizations, including various states' departments of labor and industry groups, use these records to monitor radiation exposure.
3. Department of Defense uses these records for the purpose of identifying DOD and DOD-contractor personnel exposed to ionizing radiation during

nuclear testing and for conducting epidemiological studies of radiation effects on individuals so identified.

4. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

5. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

6. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to

follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Computer printouts, paper records, index cards, magnetic tape, punched cards, microfilm, and disc.

**RETRIEVABILITY:**

By name, alphanumeric code, and social security number.

**SAFEGUARDS:**

Records are maintained in locked file cabinets, locked safes, guarded areas, and secured buildings, with access on a need-to-know basis.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Assistant Secretary for Environment, Safety, Health, EH-1, Washington, DC 20585.

Field Offices: The managers and directors of field locations where the records are maintained are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field location, in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, and geographic location(s) and organization(s) where requester believes such record may be located, date of birth, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual, accident-incident investigations, film badges, dosimetry records, and previous employee records.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-36**

**SYSTEM NAME:**

Statistical Analysis Using Personnel Security Questionnaire (Health and Mortality Study).

**SYSTEM LOCATION:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, PO Box 550, Richland, WA 99352.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

DOE and predecessor agency employees, consultants and contractor employees, and consultants who were granted access authorizations (clearances).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records of employees of the Manhattan Engineering District Project, Atomic Energy Commission, Energy Research and Development Administration, and DOE, including copies of Personnel Security Questionnaires completed after termination of employment.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

3. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when

the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

4. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

5. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

6. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required

to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records.

**RETRIEVABILITY:**

By name and social security number.

**SAFEGUARDS:**

Records are maintained in alarm storage areas in locked file cabinets. Access is limited to individuals having a need-to-know.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Field Offices: The managers and directors of field locations at Oak Ridge and Richland Operations Offices are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURE:**

a. Request by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or Privacy Act Officer at the appropriate field office in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, social security number and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

Clearance histories of Manhattan Engineering District, Atomic Energy Commission, Energy Research and Development Administration, and DOE employees; access permittees' security

clearances; and reports from investigative agencies.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-38**

**SYSTEM NAME:**

Occupational and Industrial Accident Records.

**SYSTEM LOCATION(S):**

U.S. Department of Energy, Alaska Power Administration, 2770 Sherwood Lane, Juneau, AK 99801-8545  
 U.S. Department of Energy, Albuquerque Operations Office, PO Box 5400, Albuquerque, NM 87185-5400  
 U.S. Department of Energy, Allied-Signal, Kansas City Division, PO Box 419159, Kansas City, MO 64141  
 U.S. Department of Energy, Amarillo Area Office, PO Box 30030, Amarillo, TX 79120-0030  
 U.S. Department of Energy, Ames Laboratory, Iowa State University, Ames, Iowa 50011  
 U.S. Department of Energy, Argonne Area Office, 9800 South Cass Avenue, Argonne, IL 60439  
 U.S. Department of Energy, Bartlesville Project Office, 220 North Virginia Avenue, PO Box 1398, Bartlesville, OK 74003  
 U.S. Department of Energy, Batavia Area Office, PO Box 2000, Batavia, IL 60510  
 U.S. Department of Energy, Bettis Atomic Power Laboratory, PO Box 79, Pittsburgh, PA 15122-0079  
 U.S. Department of Energy, Bonneville Power Administration, PO Box 3621, Portland, OR 97208  
 U.S. Department of Energy, Brookhaven Area Office, 53 Bell Avenue, Bldg. 464, Upton, NY 11973  
 U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439  
 U.S. Department of Energy, Continuous Electron Beam Accelerator Facility, 12000 Jefferson Avenue, Newport News, Virginia 23606  
 U.S. Department of Energy, Dayton Area Office, PO Box 66, Miamisburg, OH 45342-0066  
 U.S. Department of Energy, EG&G Mound Applied Technologies, PO Box 3000, Miamisburg, Ohio 45343-3000  
 U.S. Department of Energy, Environmental Measurements Laboratory, 376 Hudson Street, New York, NY 10014-3621  
 U.S. Department of Energy, Fermi National Accelerator Laboratory, PO Box 500, Batavia, Illinois 60510

U.S. Department of Energy, Fernald Environmental Restoration Management Corporation, PO Box 398704, Cincinnati, Ohio 45239-8704  
 U.S. Department of Energy, Fernald Field Office, 7400 Willey Road, Cincinnati, OH 45030  
 U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401  
 U.S. Department of Energy, Grand Junction, PO Box 2567, Grand Junction, CO 81502-2567  
 U.S. Department of Energy, Headquarters, Washington, DC 20585  
 U.S. Department of Energy, Idaho Operations Office, 785 DOE Place, Idaho Falls, ID 83401  
 U.S. Department of Energy, Inhalation Toxicology Research Institute, PO Box 5890, Albuquerque, New Mexico 87185  
 U.S. Department of Energy, Kansas City Area Office, PO Box 410202, Kansas City, MO 64141-0202  
 U.S. Department of Energy, Kirtland Area Office, PO Box 5400, Albuquerque, NM 87185-5400  
 U.S. Department of Energy, Knolls Atomic Power Laboratory, PO Box 1072, Schenectady, NY 12301  
 U.S. Department of Energy, Lawrence Livermore National Laboratory, PO Box 808, Livermore, California 94551  
 U.S. Department of Energy, Lawrence Berkeley Laboratory, One Cyclotron Road, Building 26, Room 143, Berkeley, California 94720  
 U.S. Department of Energy, Los Alamos Area Office, 528 35th Street, Los Alamos, NM 87544  
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., Y-12 Plant, PO Box 2009, Oak Ridge, Tennessee 37831-8103  
 U.S. Department of Energy, Lockheed Martin Energy Systems, Inc., K-25 Plant, PO Box 2003, Oak Ridge, Tennessee 37831-7422  
 U.S. Department of Energy, MK Ferguson of Oak Ridge Company, PO Box 2011, Oak Ridge, Tennessee 37831-2011  
 U.S. Department of Energy, Morgantown Energy Technology Center, 3610 Collins Ferry Road, PO Box 880, Morgantown, WV 26507-0880  
 U.S. Department of Energy, National Institute for Petroleum and Energy Research, BDM-Oklahoma, Inc., PO Box 2565, Bartlesville, Oklahoma 74005  
 U.S. Department of Energy, National Renewable Energy Laboratory Area Office, 1617 Cole Boulevard, Golden, CO 80401-3393  
 U.S. Department of Energy, Naval Petroleum and Oil Shale Reserves, 907 N. Poplar, Suite 150, Casper, WY 82601

- U.S. Department of Energy, Naval Petroleum Reserves in California, 28590 Highway 119, PO Box 11, Tupman, CA 93276
- U.S. Department of Energy, Naval Reactors Representative Office, Naval Base Branch Post Office, General Delivery, Charleston Naval Shipyard, Charleston, SC 29408-5615
- U.S. Department of Energy, Naval Reactors Representative Office, PO Box 7021, Groton, CT 06340
- U.S. Department of Energy, Naval Reactors Representative Office, Mare Island Naval Shipyard, PO Box 2053, Vallejo, CA 94592
- U.S. Department of Energy, Naval Reactors Representative Office, Newport News Shipbuilding & Dry Dock Company, PO Box 973, Newport News, VA 23607
- U.S. Department of Energy, Naval Reactors Representative Office, Norfolk Naval Shipyard, PO Box 848, Portsmouth, VA 23705-0848
- U.S. Department of Energy, Naval Reactors Representative Office, Pearl Harbor Naval Shipyard, PO Box 128, Pearl Harbor, HI 96860
- U.S. Department of Energy, Naval Reactors Representative Office, Portsmouth Naval Shipyard, Naval Base Branch, PO Box 2008, Portsmouth, NH 03801-2008
- U.S. Department of Energy, Naval Reactors Representative Office, Puget Sound Naval Shipyard Substation, PO Box 1A, Bremerton, WA 98314
- U.S. Department of Energy, Nevada Test Site, Mercury, Mercury, NV 89023
- U.S. Department of Energy, Nevada Operations Office, PO Box 98518, Las Vegas, NV 89193-8518
- U.S. Department of Energy, New Brunswick Laboratory, 9800 South Cass Avenue, Argonne, IL 60439
- U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831
- U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-52019
- U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342
- U.S. Department of Energy, Phoenix Area Office, PO Box 6457, Phoenix, AZ 85005
- U.S. Department of Energy, Pinellas Area Office, PO Box 2900, Largo, FL 34649
- U.S. Department of Energy, Pittsburgh Naval Reactors Office, PO Box 109, West Mifflin, PA 15122-0109
- U.S. Department of Energy, Pittsburgh Energy Technology Center, PO Box 10940, Pittsburgh, PA 15236-0940
- U.S. Department of Energy, Plasma Physics Laboratory, James Forrestal Campus, Princeton University, PO Box 451, Princeton, New Jersey 08543
- U.S. Department of Energy, Portsmouth Enrichment Office, PO Box 700, Piketon, OH 45661
- U.S. Department of Energy, Princeton Area Office, PO Box 102, Princeton, NJ 08542
- U.S. Department of Energy, Radiological and Environmental Sciences Laboratory, 785 DOE Place, Idaho Falls, ID 83402
- U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, PO Box 550, Richland, WA 99352
- U.S. Department of Energy, Rocketdyne—Rockwell Aerospace, 6633 Canoga Avenue, PO Box 7922, Department 056 EA08, Canoga Park, California 91309-7922
- U.S. Department of Energy, Rocky Flats Office, PO Box 928, Golden, CO 80402-0928
- U.S. Department of Energy, Sandia National Laboratories, PO Box 5800, Albuquerque, NM 87115
- U.S. Department of Energy, Savannah River Operations Office, PO Box A, Aiken, SC 29801
- U.S. Department of Energy, Schenectady Naval Reactors Office, PO Box 1069, Schenectady, NY 12301
- U.S. Department of Energy, Southeastern Power Administration, Samuel Elbert Building, Public Square, Elberton, GA 30635
- U.S. Department of Energy, Southwestern Power Administration, PO Box 1619, Tulsa, OK 74101
- U.S. Department of Energy, Stanford Linear Accelerator Center, PO Box 4349, Stanford, California 94309
- U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123
- U.S. Department of Energy, Waste Isolation Pilot Plant, Westinghouse Electric Company, Waste Isolation Division, PO Box 2078, Carlsbad, New Mexico 88220
- U.S. Department of Energy, Weldon Spring Site Remedial Action Project, 7295 Highway 94 South, St. Charles, Missouri 63304
- U.S. Department of Energy, West Valley Nuclear Service Company, Inc., 10282 Rock Springs Road, PO Box 191, MS: F, West Valley, New York 14171
- U.S. Department of Energy, Waste Isolation Pilot Project Office, PO Box 3090, Carlsbad, NM 88221
- U.S. Department of Energy, Western Area Power Administration, PO Box 3402, Golden, CO 80401
- U.S. Department of Energy, Westinghouse Electric Corporation, Bettis Atomic Power Laboratory, Naval Reactors Facility, PO Box 2068, Idaho Falls, ID 83403-2068

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DOE employees, contractor employees, and any other persons having access to DOE facilities who have had accidents on DOE facilities. Also individuals involved in accidents with employees or contractor employees or other persons having access to DOE facilities.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Accident/incident information, occupational injury and illness experience, property damage experience, and motor vehicle accidents.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Pertinent provisions of 29 CFR 1904.7 apply to the records maintained in this system of records.

1. Physicians: For purpose of treating patients.

2. Property owners and insurance companies: For purpose of processing insurance claims.

3. DOE contractors and consultants, state departments of labor and industries and other state agencies, U.S. Department of Labor, National Drivers Registry, and Department of Transportation: For purposes of processing insurance claims and accident reporting.

4. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

5. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

6. A record from this system of records may be disclosed, as a routine



use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

7. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

8. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 CFR 50.2.

9. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

10. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

11. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

12. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

13. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the

Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

14. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health, the National Center for Environmental Health, of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

15. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

16. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of

Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Magnetic tape, punched cards, paper records, and microfilm.

**RETRIEVABILITY:**

By name and by alphabetic, numeric, or alphanumeric code.

**SAFEGUARDS:**

Records are maintained in locked file cabinets, locked safes, guarded areas, and secured buildings with access limited to personnel with a need to know.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Assistant Secretary for Environment, Safety and Health, EH-1, Washington, DC 20585.

Field Offices: The managers and directors of field offices in the locations where the records are maintained are the system managers for their respective portions of this system.

**NOTIFICATION PROCEDURES:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field location; in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, social security number,

and/or birth date, geographic location of the accident, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual, the individual's supervisor, medical officers or personal physicians, accident investigators, investigation boards, investigating law enforcement officers, the National Drivers Registry, and previous employer records.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-40**

**SYSTEM NAME:**

Contractor Employees Insurance Claims.

**SYSTEM LOCATION:**

U.S. Department of Energy,  
Headquarters, Washington, DC 20585  
U.S. Department of Energy,  
Albuquerque Operations Office, PO  
Box 5400, Albuquerque, NM 87185-  
5400  
U.S. Department of Energy, Chicago  
Operations Office, 9800 South Cass  
Avenue, Argonne, IL 60439  
U.S. Department of Energy, Idaho  
Operations Office, 785 DOE Place,  
Idaho Falls, ID 83401  
U.S. Department of Energy, Nevada  
Operations Office, PO Box 98518, Las  
Vegas, NV 89193-8518  
U.S. Department of Energy, Oak Ridge  
Operations Office, PO Box 2001, Oak  
Ridge, TN 37831  
U.S. Department of Energy, Oakland  
Operations Office, 1301 Clay Street,  
Oakland, CA 94612-52019  
U.S. Department of Energy, Pittsburgh  
Naval Reactors Office, PO Box 109,  
West Mifflin, PA 15122-0109  
U.S. Department of Energy, Richland  
Operations Office, 825 Jadwin  
Avenue, PO Box 550, Richland, WA  
99352  
U.S. Department of Energy, Savannah  
River Operations Office, PO Box A,  
Aiken, SC 29801  
U.S. Department of Energy, Schenectady  
Naval Reactors Office, PO Box 1069,  
Schenectady, NY 12301

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Claimants under worker's compensation insurance and third-party claimants against DOE contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Accident reports, physician statements, pictures, maps, sketches, claimant and witness statements, doctor and hospital bills, reports from engineering firms, and claims activity reports.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. Insurance companies—for administering claims against DOE Contractors and DOE.
2. State and local agencies—for consideration of insurance claims.
3. Physicians—for claims evaluations.
4. Lawyers—for claims evaluations.
5. State industrial commissions—for claim evaluations.
6. Claims—adjustment services firms—for claim evaluations.
7. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
8. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant, or other benefit.

9. A record from this system of record may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

10. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their

testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

11. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 CFR 50.2.

12. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

13. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

14. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

15. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

16. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

17. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor

personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

18. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

19. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records and computer printouts.

**RETRIEVABILITY**

By contractor, name and claim number.

**SAFEGUARDS:**

Records are maintained in a locked building.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: U.S. Department of Energy, Director, Office Contractor Human Resource Management, HR-524, Washington, DC 20585.

Field offices: The managers and directors of field locations where the records are maintained are the systems managers for their respective portions of this system.

**NOTIFICATION PROCEDURES:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, Department of Energy (Headquarters), or the Privacy Act Officer at the appropriate field location, in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, the geographic location(s) and organization(s) where requester believes such record may be located, date of birth, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

Claimants, witnesses, and insurance company claim files.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-67**

**SYSTEM NAME:**

Participants in Experiments, Studies, and Surveys.

*Subsystem A:* EIA Survey Reports.

*Subsystem B:* Hanford Clinical Epidemiologic Studies.

**SYSTEM LOCATION:**

*Subsystem A:* U.S. Department of Energy, Office of Oil and Gas, 1000 Independence Avenue, SW., Washington, DC 20585.

*Subsystem B:* Richland Operations Office, Post Office Box 550, Richland, WA 99352.

Portions of the system may be located with contractors or other entities involved in conducting the experiments, studies or surveys, or in any DOE office.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who are participants in experiments, studies, and surveys undertaken in furtherance of authorized DOE research activities.

*Subsystem A:* Operators of oil and/or natural gas wells.

*Subsystem B:* All present and former DOE and DOE contractor Richland Operations employees, their spouses and offspring, and selected controls.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

*Subsystem A:* Company name and identification, address and data relating to oil and gas reserves and production.

*Subsystem B:* Name, age, birth date, place of birth, sex, race, social security number, home address and telephone number, business address and telephone number, education, income, occupation, family size and composition, patterns of product use, and such other information as is necessary, to be determined by the subject matter and purpose of the experiment, study or survey, including data derived from participants' responses during the course of the authorized research. System also consists of a variety of records pertinent to the health status of individuals and their families: Medical history; reproductive history; birth records; developmental history; occupational history and work environment; demographic information; and selected items such as smoking habits, alcohol use, family medical history, and location of residence.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

*Subsystem A:*

1. Information in this system may, on occasion, be disclosed to Federal

agencies and other entities which are participating in research in connection with which the data were obtained. Information in the possession of the Energy Information Administration must be disclosed, upon request, to any DOE office which determines the information relates to its functions.

2. A record from this system may be disclosed as a routine use, to DOE contractors in performance of their contracts, and their officers and employee have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

3. A record from this system may be disclosed to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

#### *Subsystem B:*

1. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

2. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death;

or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

3. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

4. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

5. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

Generally paper records in file folders, electromagnetic storage material, and microfiche.

*Subsystem A:* Paper records, microfiche, disk, and tape.

*Subsystem B:* Paper records, computer printouts, index cards, microfilm, and disk.

##### **RETRIEVABILITY:**

*Subsystem A:* By data element, name, or control number.

*Subsystem B:* By name, alphanumeric code, and social security number.

##### **SAFEGUARDS:**

Generally during business hours, the records at DOE sites are maintained in

secured buildings with access limited to those whose official duties require access; during nonbusiness hours, the records are in secured rooms with access controlled by security guards. Any records maintained by other entities will be maintained in a similar fashion in accordance with DOE specifications. Records are maintained in lockable cabinets, in secured buildings. Access is limited to individuals having a need-to-know.

*Subsystem A:* The contract stipulates that the contractor will exercise all diligence in controlling access to the records maintained under the program and that only authorized members of the contractor, and DOE will be allowed to use the data. All personnel that handle or process the data are instructed and cautioned as to the confidentiality of the data and its proper disposition.

*Subsystem B:* Records are maintained in lockable cabinets, in secured buildings. Access is limited to individuals having a need-to-know.

#### **RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

#### **SYSTEM MANAGER(S) AND ADDRESS:**

*Subsystem A:* U.S. Department of Energy, Administrator, Energy Information Administration, 1000 Independence Avenue, SW., Washington, DC 20585.

*Subsystem B:* U.S. Department of Energy, Richland Operations Office, PO Box 550 Richland, WA 99352.

#### **NOTIFICATION PROCEDURE:**

*Subsystem A:* Requests by an individual to determine if a system of records contains information about him/her should be directed to the Director, FOIA and Privacy Act Division, U.S. Department of Energy, 1000 Independence Ave., S.W., Washington, DC 20585.

*Subsystem B:* Requests by an individual to determine if a system of records contains information about him/her should be directed to, the Privacy Act Officer, U.S. Department of Energy, Richland Operations Office, PO Box 550, Richland, WA 99352, in accordance with DOE's Privacy Act regulations (10 CFR part 1008, 45 FR 61576, September 16, 1980).

b. Required identifying information: Complete name at the time of study,

birthday, social security number, current name, address, and telephone number.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

Subject individual.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-71**

**SYSTEM NAME:**

The Radiation Accident Registry.

**SYSTEM LOCATION:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Those persons accidentally exposed to acute doses of ionizing radiation as defined by exposure dose criteria agreed to by the DOE and the Nuclear Regulatory Commission (NRC) by an interagency agreement. The dose criteria established by this agreement include one or more of the following: Greater than or equal to 25 REM (Roentgen Equivalent in Man) to the whole body, active blood forming organs or gonads; greater than or equal to 600 REM to skin of the whole body or extremities; greater than or equal to 75 REM to other tissues or organs from an external source; and greater than or equal to 1/2 NCRP maximum permissible organ burden internally; all those medical misadministrations of radioisotopes that result in a dose or organ burden equal to or greater than those given above.

To those individuals known to have been involved in an event in which one or more other persons received a dose equal to or in excess of the DOE/NRC criteria but whose personal dose was less than these criteria. The histories of these individuals contribute control population data.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Official accident reports including reports of those accidents that have occurred within the jurisdiction of the NRC and have been transferred to the DOE for the Accident Registry according to the DOE/NRC agreement; names, addresses, social security numbers, date of birth, and sex; medical records compiled at the time of the accident

(such records include physician and hospital records, diagnostic and laboratory test reports, radiographs, EKGs, and radiation exposure report); medical records of illnesses, examinations, including routine follow-up examinations, and investigations that have occurred since the radiation exposure; photographs or facsimiles of radiation-induced injuries; search and contact information for registrants not identified and/or located; consent to release information forms completed by registrants; death certificates; anecdotal information; correspondence relating to the accident and/or the individuals involved.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. To provide a current record of radiation accidents for use by the DOE, and its contractors and consultants; to identify specific populations for use in epidemiological and clinical studies; and to conduct medical surveillance during the lifetime of the registrants.

2. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

3. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers

to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

4. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

5. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

6. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

7. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

8. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request

for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

**POLICIES, AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records, computer tapes, computer printouts, punched cards, disc, magnetic tape, and microfilm.

**RETRIEVABILITY:**

By name and social security number.

**SAFEGUARDS:**

Records are maintained in locked security areas in locked file cabinets. Access is limited to individuals whose official duties require access.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Privacy Act Officer, Department of Energy, Oak Ridge Operation Office, PO Box 2001, Oak Ridge, TN 37831, in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Name, social security number, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The individual, medical records, physicians, medical institutions, and reports of incident/accident/accident investigations from private and public sources, radiation dosimetry records, security clearance records, and employment records.

**SYSTEM EXEMPTED FROM CERTAIN PROVISION OF THE ACT:**

None.

**DOE-72**

**SYSTEM NAME:**

The Department of Energy Radiation Study Registry.

**SYSTEM LOCATION:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Registrants are those present and former employees of contractors of the DOE and its predecessor organizations including the Manhattan District, USAEC, and ERDA, and present and former civilian employees in the DOE Naval Reactor Program who received a whole body exposure of ionizing radiation equal to or in excess of 5 REM in any 1 year.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Rosters of names of individuals meeting the above criteria for inclusion in the Registry submitted through the DOE field operation officers from DOE owned and operated facilities and sites. In addition to names of such individuals, these rosters include social security number or other identifying information, sex, race, date of birth, date and/or place of death, first date of hire, last date of termination, continuity of hire, year in which they received first dose greater than or equal to 5 REM, actual radiation dose in excess of 5 REM, and total career radiation exposure dose.

Original or copied lifetime medical records from plant and private physicians and hospitals including routine physical examinations, reports of diagnostic and laboratory tests, radiographs, EKG's, etc., or abstracted portions of such records as are required for the purposes of this study.

Search and contact information for registrants who are no longer employed at qualified sites or who are deceased.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. To provide a current record of registrants for use by DOE, its

contractors, and consultants; to identify specific populations for use in epidemiological and clinical studies; to conduct medical surveillance during the lifetime of the registrants.

2. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

3. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

4. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All

recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

5. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

6. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

7. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

8. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records, computer tapes, computer printouts, punched cards, discs, magnetic tape, and microfilm.

**RETRIEVABILITY:**

By name and social security number.

**SAFEGUARDS:**

Records are maintained in locked security areas in locked file cabinets. Access is limited to individuals whose official duties require access.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Privacy Act Officer, Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831, in accordance with DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

b. Required identifying information: Complete name, social security number, and time period.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The individual, medical records, physicians, medical institutions, and reports of incident/accident investigations from private and public sources, radiation dosimetry records, security clearance records, and employment records.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-73**

**SYSTEM NAME:**

The US-DTPA Registry.

**SYSTEM LOCATION:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**CATEGORIES OF INDIVIDUAL COVERED BY THE SYSTEM:**

Registrants are those individuals who, because of real or suspected internal

contamination with transuranic elements, have received diethylenetriaminepentaacetic acid (DTPA), in the calcium or zinc form during the course of chelation therapy. Administration of the agent DTPA is limited to physicians who are co-investigators with the DOE contractor staff on the Investigative New Drug License of the Food and Drug Administration.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The records compiled by the physician administering DTPA in the event of an exposure that was known to have or was suspected of having caused transuranic contamination internally requiring chelation therapy with DTPA. These records include a description of the exposure, the results of serial bioassays and investigations conducted to evaluate the level of internal contamination and the efficacy of subsequent chelation by DTPA. The form of DTPA and the route and frequency of administration are recorded together with any untoward effects of the therapy.

Name, social security numbers or other identifiers and vital status of treated persons. The last known address and the name of the private physicians of individuals who have relocated or who are no longer within the practice of the administering physician(s) are included in the DTPA Registry to facilitate the search and contact of these individuals; medical records of illnesses, examinations, including routine follow-up examinations, investigations, etc., that have occurred since the initial administration of DTPA; and death certificate.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. To provide a current record of individuals treated with DTPA for use by the DOE and its contractors and consultants; identify by epidemiological methods any long-term untoward effects associated with DTPA therapy; to provide information to FDA in accord with the IND license and issuances.

2. A record from this system of records may be disclosed to facilitate health hazard evaluations, epidemiological studies, or public health activities required by law performed by personnel, contractor personnel, grantees, and cooperative agreement holders of components of the Department of Health and Human Services, including the National Institute for Occupational Safety and Health and the National Center for Environmental Health of the Centers for



Disease Control and Prevention, and the Agency for Toxic Substances and Disease Registry pursuant to Memoranda of Understanding between the Department and the Department of Health and Human Services or its components.

3. Subject to the same Privacy Act limitations applicable to employees of the Department, a record from this system of records may be disclosed as a routine use to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, in performance of health studies or related health or environmental duties pursuant to their contracts, grants, and cooperating or collaborating research agreements. In order to perform such studies, the Department, its contractors, grantees, participants in cooperative agreements, and collaborating researchers may disclose a record to: Federal, state and local health and medical agencies or authorities; to subcontractors in order to determine a subject's vital status or cause of death; to health care providers to verify a diagnosis or cause of death; or to third parties to obtain current addresses for participants in health-related studies, surveys and surveillances. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the above described research purposes.

4. A record from this system of records may be disclosed to members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. All recipients of such records are required to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice to the Department or to the Department of Health and Human Services.

5. A record from this system of records may be disclosed, as a routine use, (a) to appropriate parties engaged in litigation or in preparation of possible litigation, such as potential witnesses, for the purpose of securing their testimony when necessary; (b) to courts, magistrates or administrative tribunals; (c) to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; and (d) to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

6. A record from this system of records may be disclosed, as a routine use, to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

7. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

8. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and DOE's Privacy Act regulations if, in its sole judgment and good faith, DOE believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and applicable DOE regulations.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records, computer tapes, computer printouts, punched cards, discs, magnetic tape, and microfilm.

**RETRIEVABILITY:**

By name and social security number.

**SAFEGUARDS:**

Records are maintained in locked security areas in locked file cabinets. Access is limited to individuals whose official duties require access.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the General Records Schedule and DOE records schedules which have been approved by the National Archives and Records Administration. Records within the DOE are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

**SYSTEM MANAGER(S) AND ADDRESS:**

U.S. Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831.

**NOTIFICATION PROCEDURE:**

a. Requests by an individual to determine if a system of records contains information about him/her should be directed to the Privacy Act Officer, Department of Energy, Oak Ridge Operations Office, PO Box 2001, Oak Ridge, TN 37831, in accordance with the DOE's Privacy Act regulations (10 CFR part 1008 (45 FR 61576, September 16, 1980)).

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The individual, medical records, physicians, medical institutions, and reports of incident/accident investigations from private and public sources, radiation dosimetry records, security clearance records, and employment records.

**SYSTEM EXEMPT FROM CERTAIN PROVISIONS OF THE ACT:**

None.

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